



DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT FEDERAL BLOCK GRANT QUARTERLY REPORTING REQUIREMENTS	POLICY NO. 408.1	EFFECTIVE DATE 10/1/89	PAGE 1 of 2
APPROVED BY: original signed by: ROBERTO QUIROZ <div style="text-align: right;">Director</div>	SUPERSEDES 409 3/29/88	ORIGINAL ISSUE DATE 3/29/88	DISTRIBUTION LEVEL(S) 1, 3

PURPOSE

- 1.1 To establish procedures for compliance with Federal Block Grant Quarterly reporting requirements.

POLICY

- 2.1 The expenditure incurred by the Federal Block Grant (FBG) providers, County and private contractor, must be reported quarterly to the State on Form #MH 1767 (Quarterly Expenditure Report and Advance Payment Reconciliation). This report is to reflect two months actual and one month estimated actual. The estimated actual is necessary because of the restrictive 30 days turn around period allowed after the end of the quarter for the State to receive the report. The one month estimated actual is to be adjusted to actual and the adjustment amount included in the next quarterly expenditure report.

PROCEDURE

- 3.1 The FBG quarterly report is to reflect actual costs incurred for the 1st and 2nd months and estimated actual for the 3rd and final month of the quarter.
- 3.2 The FBG contract providers are required to submit their quarterly expenditure reports to Los Angeles County Department of Mental Health (LACDMH) 15 days after the end of the quarter. The amounts reported by the contract providers will be used by LACDMH as basis for reporting to the State. Contract providers are to report actual costs for all three months of the quarter, if possible. If not possible, actual costs incurred for the 1st and 2nd months and estimated actual for the 3rd and final month of the quarter are to be shown. If a 3rd month estimate is used, that estimate would need to be adjusted in the next quarter.
- 3.3 The actual costs reported for County-operated FBG providers will be based on the monthly expenditure report. The third month, which is an estimated actual, will be calculated by using the average of the 1st two months of the quarter.
- 3.4 Adjustments to the third month estimated actual are to be made by LACDMH and private contract providers respectively in the subsequent quarter. The worksheet provided (Attachment I) is to be used for this purpose.



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- 3.5 Failure by private contractors to submit Form MH 1767, as specified in this policy, shall result in the withhold of any FBG payments until compliance occurs.
- 3.6 Responsible parties:
- 3.6.1 LACDMH Accounting Division is responsible for the submission of the quarterly expenditure reports to the State.
 - 3.6.2 LACDMH Accounting Division is responsible for the preparation of the County operated FBG provider data.
 - 3.6.3 FBG contract providers are responsible for the preparation and submission of their respective expenditure data to LACDMH.

AUTHORITY

Federal and State Block Grant Guidelines

ATTACHMENT

Attachment I Federal Block Grant Quarterly Expenditures Worksheet

FEDERAL BLOCK GRANT QUARTERLY EXPENDITURES

Provider Name _____

Provider Number _____

<u>MONTH</u>	<u>MONTHLY EXPENDITURE</u>	<u>ESTIMATED ACTUAL FOR 3RD MONTH</u>	<u>REVERSE EST. ACTUAL ESTIMATE</u>	<u>YTD TOTAL</u>
July		XXXXXXXXXX		
August		XXXXXXXXXX		
September			(XXXXXXXXXX)	
October		XXXXXXXXXX		
November		XXXXXXXXXX		
December			(XXXXXXXXXX)	
January		XXXXXXXXXX		
February		XXXXXXXXXX		
March			(XXXXXXXXXX)	
April		XXXXXXXXXX		
May		XXXXXXXXXX		
June				